APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

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APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Department of Human Resources Application Number Application Date Division of Mental Health & Mental Retard. June 11,1976 Mental Retardation Section Application Number Date Completed Date Received 47 Trinity Avenue, Rm. 542-H - 9 1976 DHR-66 Atlanta, Ga. 30334 AUG 1 0 1976 2. Person to Contact **Working Title** Telephone Number Budd Hughes Assistant Division Director 656-6370 3. Action Requested 2. 🖾 Establish Retention Schedule; record will continue to accumulate. b.

Dispose of present accumulation; no further accumulation anticipated. ☐ Amend Application No. , Check One: 🗆 Change; 🔲 Supercede; 🗀 Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest 1973 Present Mental Retardation Section-Program and Staff Development File 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Mental Health and Mental Retardation administers mental health, mental retardation (and other developmental disability programs), drug abuse, alcoholism, and training/research programs. The Division is also concerned with community mental health and mental retardation programs and the administration of State hospitals, serving the mentally ill and mentally retarded. The Mental Retardation Section is one of the programmatic sections of the Division of Mental Health and Mental Retardation. The Section offers specialized services (primarily focusing on the mentally retarded within the I Q range of 0-55) which are administered through a comprehensive system of institutional and community service programs. The specialized service programs are: 1) Day Training and Work Activity Programs, 2) Group Homes, 3) Institut ional Services, 4) Family Care Homes, 5) Foster Grandparent Programs. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: identifying program and staff strength and weaknesses and activities initiated to upgrade same. Included are: program summary reports, program training and consultation reports, and correspondence relating to program and staff development. chronologically by year; thereunder alphabetically by subject. File is arranged: 8. Monthly Reference Rate How often are records referred to which are: 10 ; Seven to twelve months old. __; Thirteen to twenty-four months old _ One to six months old. twenty-five months and older 9. Annual Rate of Accumulation of Records _; Legal-size drawers Letter-size drawers _ ; Shelves

AR-80-71: Rev. 78

(Over)

YES NO 10. Questionnaire (Place an "X" in the proper column)	years, years,
X	years, years,
X d. Does this series have historical or long term research value?	years, years,
Substitute of limitation State Law	years. years.
X	years, years,
X f. is the information contained in this series ever published? If yes, attach copy. g. is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. h. is there a duplication of this series in your office, or in another office or agency? If yes, where? In Division Director's Subject Files X i. is this series (or a maior partian of it! regularly microfilmed? X j. Does the record series result in a computer printout? 11. Retention Requirements The following requires the series to be kept: a. State Law	years. years.
g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If ves. attach copy. h. Is there a duplication of this series in your office, or in another office or agency? If ves. where? In Division Director's Subject Files X I. Is this series (or a major portion of it) regularly microfilmed? X I. Does the record series result in a computer printout? 11. Retention Requirements The following requires the series to be kept: a. State Law	years. years.
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11. Retention Requirements The following requires the series to be kept: a. State Law years. d. Audit period years. b. Statute of limitation years. c. Federal law years. Attach copy or excert of laws or regulations. Explain administrative need. Previous reference experience 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:	years. years.
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☐ Transfer to local holding area; holdyear(s); then	
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☐ Transfer to State Archives for permanent retention.	
□ Other (Specify)	
These instructions apply to all prior and future accumulations of the series.	
Agency Head/Designee (Signature) Date Records Management Officer (Signature) Date	•
Agency Head/Designee (Signature) Date Records Management Officer (Signature) Date Date Records Management Officer (Signature) Date Date	Date
E. Budd Super 7/7/76 William J. midmild 6-19	19-76
C. Budd Aufr 7/7/76 William J. modmile 6-19	
Recommendations in paragraph 12 are approved. State Auditor/Designee 7/7/76 William J. m. Worde 6-14- State Records Committee (Signature) Date C-6- C-6- C-6- Date	19-76
Recommendations in pera-	19-76